

C.L. "BUTCH" OTTER  
GOVERNOR



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## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

### One-Stop Committee Meeting Minutes June 12, 2018

**Attendees:** Jane Donnellan, ~~Dwight Johnson~~, ~~Jan Nielsen~~, Shirley Biladeau, Terry Butikofer, Beth Cunningham, ~~Korene Gonzalez~~, ~~Ericka Rupp~~, Marie Price, ~~Kellye Sharp~~, Cheryl Foster, Rico Barrera, Birgit Luebeck, Cruz Gallegos, ~~Mike Walsh~~, ~~Audrey Fletcher~~, ~~Lori Wolff~~, Laurel McMahan

**Staff:** Wendi Secrist, Paige Nielebeck

**Called to Order at 10:00 a.m.**

#### Welcome

#### Review Agenda

Add agenda item discussing the difference between WIOA advisory group and the One-Stop Committee.

Cruz Gallegos is representing CTE on behalf of Dwight Johnson and Cheryl Foster is representing Idaho Department of Labor on behalf of Laurel McMahan until she arrives.

#### Roll Call

Quorum met

#### Approve Minutes from March 13, 2018 Meeting

Motion by Beth Cunningham to approve the minutes as written. Second by Ms. Biladeau.  
Motion carried.

#### WIOA Advisory Group vs. One-Stop Committee

The WIOA Advisory Group consists of senior level staff of the Combined State Plan partners. As policies need to be developed and approved, the people closest to the issue should be engaged in drafting it. Those drafts will be forwarded to the One-Stop Committee where the agency directors can collectively review and ensure that the proposal can be resourced before it goes to the full Council. This structure mitigates policy development being a top down approach. Ms. Secrist will send out a list of members for each of these committees.

## **Eligible Training Provider Policy Review**

In October 2017 a recommendation was made to the council to update the Eligible Training Provider (ETP) Policy. There were concerns from multiple stakeholders and Chairman Clark asked the Workforce Development Policy Committee to work through the policy and make additional edits. Before taking the new policy to the full Council in July, the Policy Committee has requested that the One-Stop Committee review it and either suggest additional edits or confirm their support of the changes in the policy.

### Discussion

In the introduction it says, “The Workforce Innovation and Opportunity Act (WIOA) requires states to approve training providers before funds can be used to pay for occupational training.” What funds is it referring to?

- The Eligible Training Provider Policy impacts Title I-B programs only.

On page 2 it states, “Workshops or seminars provided by organizations not registered with the Idaho State Board of Education that last three (3) calendar days or less and are offered no more than four (4) times per year are not considered occupational skills training.” Why is this language in here?

- To be on the ETP, a private or proprietary school needs to be registered with the Idaho State Board of Education. This language comes directly from the State Board of Education as a qualifier for organizations that do not need to register.
- Some of the training that might fit into this category would be recognized in WIOA as “workforce preparation training”. It would be helpful to add clarification or examples of workforce preparation training to the policy. These types of courses do not belong on the Eligible Training Provider List.

Ms. Secrist suggested that the Workforce Training Network draft additional clarification and examples “workforce preparation training”. They are already working on Idaho-specific clarifications on credentials and measurable skills gain for the policy.

The updated policy provides that the Policy Committee will annually update the occupations for the Eligible Training Provider List in July of each year. This coincides when occupational projections are available.

On line 79 it still says transition and should be deleted.

If a community college delivers programs in two states, how will they be treated on the ETP list?

- There are reciprocal agreements in place with states surrounding Idaho. These agreements are on the website. For reporting purposes, only Idaho providers are on the ETP list and out-of-state providers are handled through the reciprocal agreements.

Motion by Ms. Biladeau to approve the Eligible Training Provider Policy with the correction to line 79 and the suggestion on additional clarification for workforce preparation training. Second by Ms. Luebeck. Motion carried.

### **One-Stop Certification Process – ADA Assessments Update**

A meeting was held with subject matter experts to discuss how the ADA assessments should be conducted for the One-Stop Centers. Ms. Donnellan briefly recapped the discussion and shared that there will be a follow-up discussion on June 14. All comprehensive and affiliate centers must undergo ADA assessments annually.

This issue could be something that prevents our partners from becoming an affiliate center. Our goal is to think beyond compliance to ensure Idahoans have access to our system. There are multiple people reaching out to resources to find out if they are able to help us with the assessments. We may be leveraging different resources according to the different regions.

Ms. Nielebeck will send the Committee her notes from the ADA Assessment discussion.

One-Stop Certification must be completed every two years. Discussion are taking place to stagger in-person certification visits by Mr. Butikofer under the contract with ECIPDA.

Self-assessments should be completed first so that the committee can prioritize the in-person visits for the first year. The self-assessment could also be useful prior to the ADA assessment.

The Committee would like to set a deadline of August 1 for the centers to have completed their self-assessments. The committee will then review the assessments at their fall meetings. In-person visits can be scheduled for the spring and be completed by June 30.

### **Next Steps – WIOA State Plan Implementation/Follow-Up from May Joint One-Stop/WIOA Advisory Committee Meeting**

Ms. Secrist briefly went over the Joint One-Stop/WIOA Advisory Group action plan. This is a 1-year plan.

### **Joint One-Stop Committee/WIOA Advisory Group Action Plan (based on May 7, 2018 Strategy Session)**

<b>Goal &amp; Action Steps</b>	<b>Owner</b>	<b>Next Steps</b>
<b>Cross Training of Partners/Staff</b> <ul style="list-style-type: none"><li>• 5-Year Vision: Start delivering regionally</li><li>• 1-Year Vision: Create a delivery plan/resources</li><li>• 1-Year Steps:<ul style="list-style-type: none"><li>○ Replicate region 2 &amp; 6 training</li></ul></li></ul>	Direct the One-Stop Operator to coordinate	One-Stop Committee to identify key <u>regional</u> contacts for: <ul style="list-style-type: none"><li>• IDOL</li><li>• VR</li><li>• ICBVI</li></ul>

<ul style="list-style-type: none"> <li>○ Identify statewide/regional training team</li> <li>○ Make Training plan – frequency, delivery mode, metrics</li> <li>○ Create/Customize content</li> </ul>		<ul style="list-style-type: none"> <li>• ICTE</li> <li>• IDHW</li> <li>• Commission on Aging</li> <li>• Libraries</li> <li>• Community Council of Idaho</li> <li>• Who else?</li> </ul> <p><b>Send to Ms. Nielebeck by the end of the week.</b></p>
<b>Common Systems/Sharing Data</b> <ul style="list-style-type: none"> <li>• 5-Year Vision: Common intake database</li> <li>• 1-Year Vision: What universal intake should be</li> <li>• 1-Year Steps: <ul style="list-style-type: none"> <li>○ Identify common elements</li> <li>○ Universal release (conversation)</li> <li>○ Stakeholders get on same page</li> </ul> </li> </ul>	One-Stop Committee sets expectation and direction; WIOA Advisory Committee does research, proposes policy/next steps.	<b>Agenda item for July committee meeting.</b> <p>There are a few states that have recently used open resources for Universal Intake that may be helpful to us.</p>
<b>Functional Redesign/Collaborative Triage</b> <ul style="list-style-type: none"> <li>• 5-Year Vision: Wait to see how year-1 goes</li> <li>• 1-Year Vision: Collect data and create definitions</li> <li>• 1-Year Steps: <ul style="list-style-type: none"> <li>○ Review and identify best practices (Spokane/Oregon, Tri-cities, Tacoma)</li> <li>○ Understand challenges/opportunities, such as co-location</li> <li>○ Dialogue on common language</li> <li>○ Define One-Stop</li> </ul> </li> </ul>	WIOA Advisory Group	<b>Agenda item for WIOA Advisory Group's July meeting.</b>
<b>System Based Collaborative Business Outreach</b> <ul style="list-style-type: none"> <li>• 5-Year Vision: Region teams who collaborate and connect customers to statewide resources with a CRM</li> <li>• 1-Year Vision: Outreach capabilities of stakeholders</li> </ul>	One-Stop Committee sets expectations for One-Stop Operator to carry out	Mr. Thomsen showed the project he is putting together on Kumu that shows the relationship of the Workforce Development Council to industry associations and

<ul style="list-style-type: none"> <li>• 1-Year Steps: <ul style="list-style-type: none"> <li>○ Have common language/outreach materials</li> <li>○ Plan for training &amp; information sharing</li> <li>○ Strategies/best practices</li> <li>○ Process/Intake flow chart for business customers &amp; job seekers</li> </ul> </li> </ul>		<p>other partners on specific workforce development initiatives. This will support the goals of this initiative. <b>The One-Stop Committee can begin working on this late summer/early fall.</b></p>
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**Adjourned at 11:18**

Motion by Mr. Butikofer to adjourn. Second by Ms. Cunningham. Motion carried.